|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Volunteer Director | Job Category: | Nonprofit Seniors Services |
| Department/Group: | Department/Group | Job Code/ Req#: | N/A |
| Location: | Austin, TX | Travel Required: | minimal |
| Level/Salary Range: | $15.50/hour | Position Type: | Part-time (20 hours/week); flex schedule |
| HR Contact: | Tommi Ferguson, Exec. Dir. | Date Posted: | 1/18/2019 |
| Will Train Applicant(s): | Will Train Applicant(s) | Posting Expires: | When position filled |

|  |  |
| --- | --- |
| External Posting URL: | External Posting URL |
| Capital City Village mission:Capital City Village is an Austin-based nonprofit dedicated to helping seniors stay in their homes and communities for as long as possible, a concept called aging in place and community. We achieve this mission through volunteers, providers and programs.The members and volunteers of Capital City Village, a "virtual" village, have joined together in pursuit of a common goal: to live safely and comfortably in our own homes and communities while remaining healthy and active. | Email or Mail:Attn: Tommi FergusonCapital City Village3710 Cedar St., Suite 283 (mailbox 12)Austin, TX 78705tferguson@capitalcityvillage.org |

|  |
| --- |
| Job Description |
| Role and ResponsibilitiesThe Volunteer Director’s role is to ensure qualified and supportive volunteer services are provided for CCV’s membership of independent, community-dwelling seniors:* Process member service requests via online volunteer management system in a timely manner;
* Recruit, process (background checks), and train new volunteers on an ongoing basis;
* Generate and review regular volunteer activity reports for Board (monthly) and Staff (weekly);
* Plan and participate in membership and volunteer recognition events;
* Work with Board and Committees to ensure positive volunteer & member experiences;
* Additional responsibilities as assigned by Executive Director.

Qualifications and Education RequirementsComputer/email proficient. Bachelor’s Degree preferred; experience working with seniors and recruiting/managing volunteers. Experience in social work and/or nonprofit setting a strong plus. Preferred SkillsDemonstrated excellence in organizational, managerial, and communication skills. Knowledge of MS Word, Excel, PowerPoint, web-based Content Management System, Mail Chimp (or comparable email marketing platform)Additional NotesTen (10) vacation days per year; all federal holidays observed; position is not benefits-eligible. |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |